

United States Embassy

Tokyo, Japan



The U.S. Embassy provides a good opportunity to work for high-ranking officials in an international environment

SAPPORO: Information Resource Center Assistant

Announcement #075

OPEN TO: All Interested Candidates
POSITION: Information Resource Center Asst. (position number A70194)
Grade: *FSN-8, **FS-6 (Full Performance Level)
*FSN-7, **FS-7 (Trainee Level)
OPENING DATE: May 13, 2005
CLOSING DATE: May 31, 2005
WORK HOURS: Full Time 40 hours/week
SALARY: *Ordinarily Resident: FSN-8 ¥8,664,261 p.a. (Full Performance Salary)
*Ordinarily Resident FSN-7 ¥6,650,137 p.a. (Trainee Salary)
**Not-Ordinarily Resident: FS-6 US\$34,540 p.a. (Full Performance Salary)
**Not-Ordinarily Resident FS-7 US\$30,878 p.a. (Trainee Salary)
(Position Grade: FS-6 is confirmed by Washington)

PLEASE NOTE:

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All ordinarily resident applicants must have the required residency permits to be eligible for consideration. Applications must include citizenship and visa status information.
4. U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).
5. The U.S. Embassy does not accept hand-delivered applications from outside the Embassy community. Please send by post, courier, or fax. All applications postmarked by the closing date will be accepted.

THE U.S. EMBASSY IS SEEKING: an Information Resource Center Assistant to support the Public Affairs programs at the U.S. Consulate in Sapporo. The position is responsible for conducting complex reference services, and promotes awareness of U.S. policies/information relevant to U.S. Mission goals by creating a variety of outreach programs, including e-mail and web-based information services, for the Sapporo Consular District. The incumbent must develop and maintain contacts with high-level target audience members in the Sapporo Consular District, including library and business professionals, academics, journalists, and government officials.

QUALIFICATIONS REQUIRED: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Please see the "TIPS FOR APPLYING" page on our website for more details: <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

--- AT TRAINEE LEVEL---

1. Education: 4-year university degree in Library or Information Science, Communications, Journalism, Political Science, International Affairs, American Studies, or related field is required.

2. Prior Work Experience: Two years experience in the field of information programs or services, including the use of emerging information technologies, and electronic resources, public relations, marketing, or journalism is required.
3. Language Proficiency: Level IV (Fluent) Speaking/Writing/Reading English and Japanese are required.
4. Knowledge: General knowledge of Japanese and American society, government, media, academic, and think tank institutions; knowledge of U.S. information resources in political, economic, and foreign affairs fields; good knowledge of current events and current trends in information technology and services is required.
5. Skills and Abilities: Ability to independently plan, manage, and evaluate services of a specialized Information Resource Center is required. Ability to execute complex reference searches and respond rapidly to requests for U.S. policy information, often for breaking news events, is required. Ability to collaborate with press and cultural program staffs, conduct presentations to professional audiences in Japanese and English, develop and maintain target audience contacts, and supervise others is required. Excellent service skills, interpersonal skills, and cross-cultural skills are required.

--- AT FULL PERFORMANCE LEVEL---

1. Education: 4-year university degree in Library or Information Science, Communications, Journalism, Political Science, International Affairs, American Studies, or related field is required.
2. Prior Work Experience: Two to four years progressively responsible experience in the field of information programs or services, including the use of emerging information technologies, and electronic resources, public relations, marketing, or journalism is required.
3. Language Proficiency: Level IV (Fluent) Speaking/Writing/Reading English and Japanese are required.
4. Knowledge: Full knowledge of the U.S. Government, the State Department, and the functions of the Public Affairs section of the Consulate, as well as knowledge of the function and substance of the Mission Performance Plan and the primary responsibilities of other Consulate sections is required. Wide knowledge of Japanese and American society, government, media, academic, and think tank institutions is required. Knowledge of U.S. information resources in political, economic, and foreign affairs and in subject areas related to the Mission Performance Plan; global issues and current events; current trends and developments in information technology and services is required.
5. Skills and Abilities: Ability to independently plan, manage, and evaluate services of a specialized Information Resource Center is required. Ability to execute complex reference searches and respond rapidly to requests for U.S. policy information, often for breaking news events, is required. Ability to collaborate with press and cultural program staffs, conduct presentations to professional audiences in Japanese and English, develop and maintain target audience contacts, and supervise others is required. Excellent service skills, interpersonal skills, and cross-cultural skills are required.

ADDITIONAL SELECTION CRITERIA:

1. When equally qualified, Appointment Eligible Family Members and U.S. Veterans will be given preference.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed AEFMs are ineligible to apply within the first 90 calendar days of their employment.

APPLICATIONS MUST INCLUDE:

1. An application for U.S. Federal Employment (SF-171 or OF-612), or a current resume or curriculum vitae that provides the same information as OF-612;
2. Any other documentation (e.g., test scores, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements; and
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html> or contact the Human Resources office.

SUBMIT APPLICATION TO:

Human Resources Office, ATT: Miriam Tokumasu
1-10-5, Akasaka, Minato-ku,
Tokyo 107-8420

POINT OF CONTACT:

Miriam Tokumasu
TEL: 03-3224-5642
FAX: 03-3224-5818

DEFINITIONS:

1. **EFM**: Family Members at least 18yrs. listed on the travel orders of a Foreign or Civil Service or Uniformed Service member permanently assigned to, or stationed to, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM below.
2. **AEFM**: **An EFM eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) who meets all of the following criteria: 1) US citizen; 2) Spouse or dependent who is at least age 18; 3) Listed on the travel orders of a Foreign, Civil, or Uniformed Service member permanently assigned to, or stationed at, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; 4) Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 5) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or Uniformed Services.**
3. **Member of Household**: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. **Ordinarily Resident (OR)**: A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. **Not-Ordinarily Resident (NOR)**: Typically NORs are AEFMs and EFMs of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

An Equal Opportunity Employer